

# DFARS Procedures, Guidance, and Information

## PGI 201—Federal Acquisition Regulations System

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*(Revised September 20, 2011)*

### PGI 201.6—CAREER DEVELOPMENT, CONTRACTING AUTHORITY, AND RESPONSIBILITIES

#### PGI 201.602 Contracting officers.

##### PGI 201.602-2 Responsibilities.

See the Director, Defense Procurement and Acquisition Policy memorandum dated [July 11, 2011, Contracting Officer's Representative Designation—Iraq](#), which provides the procedures to be used when designating Department of State personnel as a contracting officer's representative (COR for contracts executed by DoD in support of Department of State in Iraq).

(i) A COR assists in the technical monitoring or administration of a contract.

(A) For contract actions for services awarded by a DoD component or by any other Federal agency on behalf of DoD, contracting officers shall designate a properly trained COR in writing before award. The surveillance activities performed by CORs should be tailored to the dollar value/complexity of the specific contract for which they are designated. Contracting officers may exempt service contracts from this requirement when the following three conditions are met:

(1) The contract will be awarded using simplified acquisition procedures;

(2) The requirement is not complex; and

(3) The contracting officer documents the file, in writing, why the appointment of a COR is unnecessary.

(B) Contracting officers also may designate a properly trained COR for contract actions other than those for services.

(C) The contracting officer shall include a copy of the written designation required by DFARS [201.602-2\(2\)\(v\)](#) in the official contract file.

(ii) In addition to the requirements of DFARS [201.602-2\(2\)](#), a COR must maintain a file for each contract assigned. This file must include, as a minimum—

(A) A copy of the contracting officer's letter of designation and other documentation describing the COR's duties and responsibilities; and

(B) Documentation of actions taken in accordance with the delegation of authority.